



# **Monthly Status Report (MSR)**

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**Procedures**

**25 October 2012**



## **Monthly Status Report (MSR)**

- Contractor shall bill the Government on a monthly basis by
  - submitting a MSR for each Task Order (TO) and an
  - Invoice in Wide Area Work Flow (WAWF).
- MSR shall be sent electronically to the On-Site COR and the Mailbox listed below no later than the 18th of the following month.

**usarmy.jble.CAC.mbx.atsc-tss-contracts@mail.mil**



# **Monthly Status Report (MSR)**

- **MSR shall list the following Items as a minimum:**
  - 1) MONTH**
  - 2) STATUS**
  - 3) CONTRACTUAL INFORMATION**
  - 4) FISCAL STATUS**
  - 5) STATUS OF ACTION ITEMS**
  - 6) ISSUES**
  - 7) RISKS**
- **) \*\*\* An “sample MSR” can be provided upon request\*\*\***